

**City of Bristol**  
**Regular Board of Finance Meeting**  
**February 28, 2023**

A regular meeting of the Board of Finance was held on Tuesday, February 28, 2023 at 5:30 p.m. in City Hall West Meeting Room 1 and via Zoom. The following were in attendance: Chairperson John Smith, Vice Chairperson Marie O'Brien, Mayor Jeffrey Caggiano, Commissioners Glenn Heiser, Craig Kazemekas, David Maikowski, Jon Mace, Ron Burns (6:10 p.m.) and Mark Whitford on Zoom. Also present from the Comptroller's Office: Diane Waldron and Robin Manuele.

**Agenda**

1. Call to order  
*Pledge of Allegiance*
2. Public Participation
3. Consent Agenda
  - a. Approval of Minutes: Regular Meeting - January 24, 2023
  - b. ECD: To place on file the Economic and Community Development grant incentives
  - c. ARP Task Force: Additional appropriation of \$75,000 within the Coronavirus Recovery Fund
  - d. Cemetery Commission: Additional appropriation of \$1,700 within the Special Grants and Donation Fund
  - e. Library: Transfer of \$200 within the Library operating budget
  - f. Assessor: Transfer of \$50 within the BOAA operating budget
  - g. Fire: Transfer of \$27,185 within the Fire operating budget
  - h. BOE:
    1. Additional appropriation totaling \$11,877,946 within the Special Education Grant Fund
    2. Additional appropriation of \$650,000 within the Capital Projects - Schools Fund
  - i. PRYCS:
    1. Additional appropriation totaling \$46,631.80 within the Special Grants and Donations Fund
    2. Decrease appropriations totaling \$46,631.80 within the Special Grants and Donations Fund
    3. Transfer of \$2,284 within the Special Grants and Donations Fund
  - j. Police:
    1. Transfer of \$5,000 within the Equipment Building Sinking Fund
    2. Additional appropriation of \$50,000 within the Police Drug Asset Forfeiture Fund
    3. Additional appropriation of \$2,500 within the Special Grants and Donations Fund
    4. Transfer of \$16,000 within the Police Drug Asset Forfeiture Fund
    5. Transfer of \$54 within the Communications operating budget
4. Board of Education: Budget Update
5. Subcommittee Reports:
  - a. Insurance Committee - January 26, 2023
  - b. Insurance Committee - February 2, 2023

- c. Purchasing Committee - February 16, 2023
- 6. Public Works:
  - a. Transfer of \$80,000 within the Capital Non-Recurring Fund
  - b. Additional appropriation of \$80,000 within the Capital Projects Fund
- 7. City Council:
  - a. Transfer of \$381,365 within the General Fund
  - b. Transfer of \$107,750 from the General Fund Contingency account
  - c. Additional appropriation of \$13,495 within the Community Development Block Grant Fund
  - d. Discussion regarding the Senior Homeowner Relief Program
- 8. Comptroller's Office: Appointment of auditors through June 30, 2024
- 9. Liaison Reports
- 10. Chairman's Report
- 11. New Business:
- 12. Old Business:
- 13. Any other matter to come before said meeting
- 14. Adjournment

**1. Call to order**

Chairperson Smith called the meeting to order at 5:30 p.m.

**2. Public Participation**

*None.*

**3. Consent Agenda**

- a. **Approval of Minutes: Regular Meeting - January 24, 2023**
- b. **ECD: To place on file the Economic and Community Development grant incentives**
- c. **ARP Task Force: Additional appropriation of \$75,000 within the Coronavirus Recovery Fund**
- d. **Cemetery Commission: Additional appropriation of \$1,700 within the Special Grants and Donation Fund**
- e. **Library: Transfer of \$200 within the Library operating budget**
- f. **Assessor: Transfer of \$50 within the BOAA operating budget**
- g. **Fire: Transfer of \$27,185 within the Fire operating budget**
- h. **BOE:**
  - 1. **Additional appropriation totaling \$11,877,946 within the Special Education Grant Fund**
  - 2. **Additional appropriation of \$650,000 within the Capital Projects - Schools Fund**
- i. **PRYCS:**
  - 1. **Additional appropriation totaling \$46,631.80 within the Special Grants and Donations Fund**
  - 2. **Decrease appropriations totaling \$46,631.80 within the Special Grants and Donations Fund**

3. **Transfer of \$2,284 within the Special Grants and Donations Fund**
- j. **Police:**
  1. **Transfer of \$5,000 within the Equipment Building Sinking Fund**
  2. **Additional appropriation of \$50,000 within the Police Drug Asset Forfeiture Fund**
  3. **Additional appropriation of \$2,500 within the Special Grants and Donations Fund**
  4. **Transfer of \$16,000 within the Police Drug Asset Forfeiture Fund**
  5. **Transfer of \$54 within the Communications operating budget**

Commissioner O'Brien made a motion seconded by Commissioner Mace  
"To approve the consent agenda and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

4. Board of Education: Budget Update

*Financial information was provided, no formal presentation this month.*

Commissioner Heiser questioned the budget being short \$3.5 million.

5. Subcommittee Reports:
- a. Insurance Committee – January 26, 2023

Commissioner O'Brien made a motion seconded by Commissioner Heiser  
"To accept the Insurance Committee report of January 26, 2023 and place on file."  
Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

- b. Insurance Committee – February 2, 2023

Commissioner O'Brien made a motion seconded by Commissioner Maikowski  
"To accept the Insurance Committee report of February 2, 2023 and place on file."  
Chairman Smith gave the report of the Insurance Committee, the Committee has asked FutureComp to separate out Special Education injuries. There is also a push for training for employees.  
Commissioner Kazemekas questioned if the City's plan partners with associations such as the American Heart or Kidney Association for discounts on insurance claims. Lockton, the City's insurance consultant would be looking at this. Commissioner Heiser questioned if Lockton has done a fair value assessment compared to a fully insured plan. Diane will follow up with Lockton.

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

c. Purchasing Committee - February 16, 2023

Commissioner Maikowski made a motion seconded by Mayor Caggiano  
"To accept the Purchasing Committee report of February 16, 2023 and place on file."  
Commissioner Maikowski gave the report of the Purchasing Committee. The City recently received bids for diesel fuel at \$3.01 a gallon, which is a slight increase from the projected cost at \$2.95 or \$17,000. Discussion was held on the requirements for public notices and placement of legal notices. It was noted that public notice requirements for the Purchasing Department are part of a broader issue that includes requirements for land use, clerk records, elections and finance that would need action taken at the state legislative level.

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

6. Public Works:

a. Transfer of \$80,000 within the Capital Non-Recurring Fund

Commissioner Heiser made a motion seconded by Commissioner O'Brien  
"To transfer \$80,000 within the Capital Non-Recurring Fund and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

b. Additional appropriation of \$80,000 within the Capital Projects Fund

Commissioner Heiser made a motion seconded by Commissioner O'Brien  
"To make an additional appropriation of \$80,000 within the Capital Projects Fund for the City Match of the DEEP Recreational Trails Grant and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

7. City Council:

a. Transfer of \$381,365 within the General Fund

Commissioner Maikowski made a motion seconded by Mayor Caggiano  
"To transfer \$381,365 within the General Fund for contract settlements and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."  
Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

b. Transfer of \$107,750 from the General Fund Contingency account

Commissioner Maikowski made a motion seconded by Mayor Caggiano  
"To transfer \$107,750 from the General Fund Contingency account for contract settlements and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

- c. Additional appropriation of \$16,495 within the Community Development Block Grant Fund

Mayor Caggiano made a motion seconded by Commissioner O'Brien

"To make an additional appropriation of \$16,495 within the Community Development Block Grant Fund and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

- d. Discussion regarding the Senior Homeowner Relief Program

Tom DeNoto explained that under the current Senior Benefit Program established in 2019 through an advisory committee the current application period would end May 15, 2023, which is being proposed to be extended until February 1, 2024 which is the last day to pay taxes. The qualifications would remain the same except the income eligibility would be raised from \$50,000 to \$60,000, and the benefit increased from \$125 to \$500 which seems to be a sweet spot for seniors to make them equivalent to what they paid last year. This is just for homeowners, not motor vehicle. The state has a program for renters, for a rebate if they live in an apartment.

Discussion was held on advertising the program for seniors, as the previous use the program has been low. Using the Senior Center, advertisements and social media were discussed to help increase awareness of the program. Commissioner O'Brien would like to see income level data to track the requirements of the program for long term planning. Follow up with Corporation Counsel will be done to see what action the Board of Finance should take on this.

Tom explained the Board of Assessment Appeals currently has 175 appeals, 110 are residential and 65 are commercial, which is lower than he had anticipated with revaluation.

8. Comptroller's Office: Appointment of auditors through June 30, 2024

Commissioner Heiser made a motion seconded by Commissioner O'Brien

"To appoint CliftonLarsonAllen LLP as the auditors through June 30, 2024."

Diane Waldron explained there are only two to three audit firms in Connecticut who still audit municipalities. Commission Kazemekas questioned if this went out to bid. Diane confirmed a formal RFP process was not recommended at this time. Commissioner Heiser explained CLA has a multiple partner review process. Diane also stated that with the recent merger of BlumShapiro with CLA the audit scope and procedures have been much more extensive.

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

9. Liaison Reports

*None.*

10. Chairman's Report

*None.*

11. New Business:

*None.*

12. Old Business:

*None.*

13. Any other matter to come before said meeting

*None.*

14. Adjournment

Commissioner O'Brien made a motion seconded by Commissioner Mace

"To adjourn at 6:20 p.m."

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

Attest:



Diane M. Waldron  
Board of Finance Clerk